Fleet Management and Inventory Control System RFP
Answers to written questions submitted in advance of the bidder's conference
June 11, 2004

Correction
Please note that Jennifer Chisum's phone number is incorrect in the RFP. The correct number is 207-624-350**9.**

Upcoming Events
Monday June 21, 1-3 PM EST
      Bidder's Conference at the MaineDOT building at 2 Child Street Augusta.
Wednesday July 14, 2004
      MaineDOT will send all contacts a list of all written questions and responses, and a transcript of the bidder's conference.

From Ed Clark of Mincom:
1. Programming languages? Would Cobol, Perl and Delphi (windows) be acceptable substitutes to the languages (VB, PL-SQL, and Java) listed on E-2 (Programming Languages)

   MaineDOT has established IT standards as indicated in the RFP as with any set of established standards we expect them to be adhered to.

   However, MaineDOT will consider proposed systems with embedded programming languages other than VB, PL-SQL, and Java provided there is absolutely no need of maintaining or writing code in a non MaineDOT-standard language during the lifecycle of the system.

2. Web Format? Is it "mandatory" that Netscape 4.7 be supported or is IE 6.x (only) an acceptable format?

   Since this is an internal-use only system, it need only work with IE 6x.

From Bill Adams of Synergen:

1. What is your desired start date for the project?

   Approximately 60 days from award date depending on resource availability and contract negotiations.

2. What is your desired go-live date for the project?

   Within 1 year of the project start date. The start date, which as stated earlier, is determined to be approximately 60 days from contract award date.

3. On page 5, section 5 General Procedures and Instructions, paragraph 5.1 General Information you indicate that the selected vendor will enter into a firm, fixed price contract… When do you expect the price to be fixed? In other words will our bids be treated as fixed prices, or will you arrive at a fixed price during contract negotiations?

The bids will be treated as fixed prices.

4. On page 6, section 5, General Procedures and Instructions, paragraph 5.4 Oral Presentations and Demonstrations you indicate that bidders will not be permitted to alter or amend their proposals through the presentation process. It is fairly common place for a prospective customer to review software during the demonstration phase and see additional functionality they wish to have. If this should happen can we change our price to accommodate you?

No. As a State of Maine entity, we are bound by the State procurement rules and regulations. We must evaluate the proposals as received. They cannot be modified during the evaluation process.

5. Can you please provide copies of the file layouts (file format descriptions) for the data we are responsible to convert?

No.

6. Can you please provide a narrative description of pool rental business process and how it works?

Our rental procedures are very similar to that of a commercial rental agency. We rent vehicles to ourselves as well as other agencies. Our fee structures are similar to a commercial rental agency with possession and usage charges. We do short term rentals of 1 day to 1 week. The fleet consists of about 15 vehicles. Pool rental is a revenue generator.

7. Page 27, section H Remote Access Pilot. Please be more specific in defining your requirements for the Remote Access Pilot. Please include functional requirements, technical requirements, requirements for acceptance, payment and go-live.

We are interested in seeing what technology is being offered. We expect that pilot testing will be performed in tandem with the testing of the rest of the system.

8. Page 27, Section J Training. How many people will be trained in system administration?
1 to 4 people.

Of the 85 people we are responsible to train, how many are power users versus casual users?
There is a mix of casual user and power users. The 85 we are asking to be trained are classified as power users. Casual users will be trained in house.

Please estimate the number of concurrent users you will have on the system.

> **Most of those 85 people --- mechanics, inventory clerks, etc. will generally log on in the morning and use or have access to the system all day. Some of the accounting people as well as management will log in and out of the system throughout the day. One of the benefits of having a web-based system is that there is less true concurrent usage.**

Have you named a project team yet?

> **No.**

How many people will be on the team?

> **It is our intent to limit the project team to five or less.**

Will your project team be responsible to train any of your users?

> **Not initially. As indicated in Line 310, and from the previous question a few will be trained as trainers to address on-going in-house training requirements.**

Will the people being trained come from multiple shifts?

> **No.**

9. Page 27 Section K Hardware. Must all responding vendors bid hardware pricing? **Yes.** May we bid unit prices for your server and PC workstations until we clearly understand how many of each will be needed?

> **Yes. (It is unlikely PC workstations would be required.)**

Can we utilize a business partner to bid the hardware with us?
> **Yes.**

10. Page 27, Section L Selection Test. We assume no response is required at this time. Is that correct?

> **Yes.**

11. Appendix A Interfaces. Please advise us which interfaces you believe the selected vendor will have to develop as part of the implementation.

> **We provided a complete list of the current interfaces that the vendor would have to develop. The interface list is also intended to assist in determining the project scope.**

There are a number of interfaces that could be eliminated due to the functionality in proposed system (i.e. 1,2). When will you make the interface specifications available?

> **The selected vendor will work closely with MaineDOT personnel to develop the specifications.**

12. Has money been budgeted and approved for the project yet?

> **MaineDOT has identified the funding sources necessary to support this procurement.**

13. Can you share with us the amount (or range) you have budgeted for this project?

> **No.**

From Gordon Zophy of Delcan Inc.
1. Page 1, Section 1.0: Maine DOT indicates that a 'packaged solution' is being sought. Is MaineDOT interested in receiving alternative proposals that may be 'most advantageous to the state'?

> **Yes.**

2. Page 6, Section 5.5: Will Maine DOT permit offerors to mark selected pages of their proposal material as proprietary? While the state may not be in a position to provide assurances that proprietary information can or will be protected, will MaineDOT exercise due diligence and/or best judgment (with vendor input) prior to releasing vendor-provided information?

> **Yes. The company should clearly indicate proprietary information as proprietary, not the entire proposal. Those proprietary sections will be removed in the event copies of the proposal are provided to an outside source.**

3. Page 14, Section 9.1.1: This section indicates that any exceptions must be noted and included with the Transmittal Letter, but also indicates that exceptions will be possible grounds for eliminating or reducing the score of a proposal (although Section 7 does not explicitly assign available points to exceptions). There appears to be a mixed message - is MaineDOT interested in considering input from vendors, or is MaineDOT discouraging such input.

> **MaineDOT has made an effort to identify our business requirements. We understand that not every proposal may meet 100% of our business requirements. We encourage all vendors to submit proposals using the stated business requirements as a guide. We realize that not all proposals will fit those stated requirements and we ask that the vendors note the areas where the requirements and the proposal differ.**

4.   Pages 15-28, Section 10.1: There are a number of requirements that use subjective, or undefined, terms in the requirement statement. Examples include Excellent…, Robust…, In depth…, Flexible…; lacking a definition of these terms or additional detail related to the requirements, should the vendor use 'best judgment' in determining the code assignment (1-4) for instances where these terms are used.

> **Yes. As stated earlier we understand that not every proposal may meet 100% of our business requirements. This is one mechanism to allow the vendor to communicate where the proposed solution is strong or weak. Others may include demos and/or a selection test.**

5. Page 27, Section 10, K Hardware, #312: Under normal circumstances, it is unlikely that a vendor arrangement with hardware providers would yield acquisition costs that would be more advantageous than discounts available to the state. Is MaineDOT in a position to make a decision that the state will purchase hardware from its available sources?

> **MaineDOT has requested separate bids on hardware. This will allow MaineDOT to purchase necessary hardware from the selected vendor, or from an independent source.**

6. Pages A1- A4 Appendix A Interfaces: Appendix A describes the number and types of interfaces. Have the business processes for the interfaces been defined and documented and can they be made available to prospective bidders?

> **No. We built a comprehensive list of those interfaces the vendor would have to develop, but it is intended to assist the vendors in determining the scope of the project rather than acting as specifications. The selected vendor will work closely with MaineDOT personnel to develop the specifications.**

7. Pages D1 - D2. Appendix D Technical Environment: Is the environment shown in the diagram indicative of the current MaineDOT environment, or does it represent the technical environment as envisioned for the implementation of the fleet management and inventory control solution two years downstream?

> **Appendix D It is indicative of the current environment.**

8. Pages E1- E9, Appendix E MDOT IT Standards: If a packaged solution is proposed that varies from the standards described in the appendix, will the vendor be required to modify the package to comply with Appendix E?

> **This is the first time we have included IT standards in an RFP. It is a living document, subject to change, but at present the standards are valid and we expect them to be adhered to at the cost of the vendor.**
>
> **MaineDOT will consider proposals containing non-standard proposals however, e.g. systems built in programming languages other than VB, PL-SQL, and Java provided that there will be absolutely no need of maintaining or writing code in a non-standard language during the lifecycle of the system.**

9. Pages J1-J20 Appendix J State of Maine Web Accessibility Standards: If a packaged solution is proposed that varies from the standards described in the appendix, will the vendor be required to modify the package to comply with Appendix J?

> **Since this is an internal-use only system, it need only work with IE 6x.**